



**Administrative Office Professional
Associate in Applied Science**

**Estimated Costs
2018 - 2019**

5/16/2018

Tuition : \$165.00/cr. hr.

Program Fees: \$15.00/cr.hr.

**Registration Fee :
\$25.00/semester**

All textbook estimates are based upon new textbook prices.

FALL SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	100	Careers for the Office Professional	1	\$ 165.00	\$ 15.00	
AOP	101	Keyboarding & Formatting 1	3	\$ 495.00	\$ 45.00	
BOC	100	Business Mathematics	3	\$ 495.00	\$ 45.00	
BOC	101	Business Records Management	2	\$ 330.00	\$ 30.00	
BOC	120	Customer Service	2	\$ 330.00	\$ 30.00	
PSY	101	Introduction to Psychology	3	\$ 495.00		
OR						
PSY	107	Positive Psychology				
OR						
SOC	101	Introduction to Sociology				
Books (approximately)				\$ 1,210.00		
Registration Fee					\$ 25.00	
TOTALS (approximately)			14	\$ 3,520.00	\$ 190.00	\$ 3,710.00

SPRING SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	102	Keyboarding & Formatting 2	3	\$ 495.00	\$ 45.00	
AOP	116	Introduction to Microsoft Word	3	\$ 495.00	\$ 45.00	
AOP	201	Business English	2	\$ 330.00	\$ 30.00	
BOC	103	Office Technology	3	\$ 495.00	\$ 45.00	
ICT	110	Computer Software Applications	3	\$ 495.00	\$ 45.00	
ICT	115	Website Support	2	\$ 330.00	\$ 30.00	
Books (approximately)				\$ 1,202.00		
Registration Fee					\$ 25.00	
TOTALS (approximately)			16	\$ 3,842.00	\$ 265.00	\$ 4,107.00

Second Year

FALL SEMESTER			Semester hours	Tuition	Program Fees	Total
ACC	101	Principles of Financial Accounting	3	\$ 495.00	\$ 45.00	
AOP	203	Office Procedures	3	\$ 495.00	\$ 45.00	
BOC	102	Business Communications	3	\$ 495.00	\$ 45.00	
BUS	100	Introduction to Business	3	\$ 495.00	\$ 45.00	
SPE	110	Interpersonal Communication	3	\$ 495.00		
OR						
SPE	120	Introduction to Public Speaking				

		Books (approximately)		\$	902.00		
		Registration Fee				\$	25.00
TOTALS	(approximately)		15	\$	3,377.00	\$	205.00
							\$ 3,582.00

SPRING SEMESTER			Semester hours	Tuition	Program Fees	Total
AOP	216	Advanced Microsoft Word	3	\$ 495.00	\$ 45.00	
BUS	201	Management Fundamentals	3	\$ 495.00		
		Advanced Microcomputer Software				
ICT	210	Applications	3	\$ 495.00	\$ 45.00	
ENG	120	Report Writing	3	\$ 495.00		
AOP	291	Professional Internship 1	3	\$ 495.00	\$ 45.00	
		OR				
AOP	292	Professional Internship 2				
		Books (approximately)		\$ 864.00		
		Registration Fee			\$ 25.00	
TOTALS	(approximately)		15	\$ 3,339.00	\$ 160.00	\$ 3,499.00

ADMINISTRATIVE OFFICE PROFESSIONAL ASSOCIATE IN APPLIED SCIENCE 60 \$ 14,078.00 \$ 820.00 **\$ 14,898.00**

Total costs (approximately)

Textbook Cost from CSC Bookstore

\$ 3,710.00

16
210
245
303
174
0

2 Titles

262

0

Textbook Cost from CSC Bookstore

\$ 4,107.00

210
194
206
181
269
142

Textbook Cost from CSC Bookstore

\$ 3,582.00

207
152
133
149
175

2 Titles

86

Textbook Cost from CSC Bookstore

\$ 3,499.00

184

240

190

250

0

0

\$ 14,898.00